



दक्षिण रेलवे/SOUTHERN RAILWAY

सं./No.P(R)420/P/Vol.VIII

प्रधान कार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated:26-08-2015

पी बी सी सं/ PBC No: 119 / 2015

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc., (As per mailing list -'A')

विषय/Sub: System Correctness – closing of attendance register in
field units offices - reg.

During the Vigilance check conducted in one of the field units in regard to closing of attendance register in field unit offices, it was noticed that the attendance register is not closed daily with closing figures and signature of the supervisors and the PB Staff working in the field units frequently visit Division Hqrs without making entry in the movement register and their whereabouts were not be able to be traced.

In regard to procedures prescribed to be followed for maintaining the leave account in an effective manner detailed instructions were issued by Railway Board vide letter dated 12-12-1996 (PBC 12/1997) and further guidelines were also issued vide RBE No. 66/2003 (PBC No. 72/2003) and PBC No. 40/2006.

The Railway Board's instructions mentioned in the above para should be scrupulously followed. It is the responsibility of the supervisor to close the muster roll in time with signature affixed in it.

A Movement register to be maintained at field units for the outstation duty of the staff and the details of PB staff attending Divisional Headquarters are to be furnished to the field units by Divisional Hqrs. to monitor the attendance of such staff.

The above instructions should be adhered to strictly without any deviation or violation.


(V. SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
कृते मुख्य कार्मिक अधिकारी
For Chief Personnel Officer

प्रतिलिपि/Copy to :The Genl.Secy. SRMU
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